

# GARNISHMENT LOG (TRACKING SHEET)

(Rev 8/2017)

|                          |                                 |                     |  |                     |
|--------------------------|---------------------------------|---------------------|--|---------------------|
| (1) Position #           | (2) Name                        | (3) SSN             | (4) Garnishment Type   | (5) Case #          |
| (6) Release Warrant to   | Address                         | City                | State  | Zip Code            |
| (7) Plaintiff/Petitioner |                                 | (8) Effective Date  | (9) Monthly Deduction<br>\$ or<br><input type="checkbox"/> 25% Disposable<br><input type="checkbox"/> 15% Disposable | (10) Date Cancelled |
| (11) Total Amount        | (12) Modification Date Received | (13) Effective Date | (14) Modification Amount   | (15) Date Cancelled |

| Pay Period<br>(16)   | Date Master Issued<br>(17) | Date Mailed<br>(18)     | Date Returned to SCO<br>(19) | Date Reissued<br>(20)         | Date Mailed<br>(21) | Amount Released<br>(22) | Beginning Balance \$<br>Running Balance<br>(23) | Comments<br>(24) |
|----------------------|----------------------------|-------------------------|------------------------------|-------------------------------|---------------------|-------------------------|---|------------------|
|                      |                            |                         |                              |                               |                     |                         |   |                  |
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|                      |                            |                         |                              |                               |                     |                         |   |                  |
| (25) Date Satisfied: |                            | (26) Date Sent to File: |                              | (27) Employee Transferred to: |                     |                         | (28) Employee Separated:                        |                  |

## GARNISHMENT LOG INSTRUCTIONS

| Item | Description  | Instructions   |
|------|--|--|
| 1    | Position #   | Employee's current position number: Agency/Unit/Class Code/Serial  |
| 2    | Name   | Enter: First, Initial, Last  |
| 3    | SSN  | 9-digit Social Security Number. Note: If SSN is incorrect, return garnishment.   |
| 4    | Garnishment Type                                       | i.e., Child Support, Support Arrears, Federal Levy, EWO – Sheriff  |
| 5    | Case #   | Enter same as completed in Item 12 on STD. 639 or STD. 639CFS  |
| 6    | Release Warrant to, Address, City, State, and Zip Code | Enter same as completed in Item 12 on STD. 639 or STD. 639CFS  |
| 7    | Plaintiff/Petitioner                                   | Enter Plaintiff/Petitioner who brought the case to court. This may be different than whom the warrant is being mailed. (e.g., child support is mailed to SDU)  |
| 8    | Effective Date   | Enter same as completed in Item 5 on STD. 639 or STD. 639CFS   |
| 9    | Monthly Deduction or 25% Disposable, 15% Disposable    | Monthly deduction is entered only when there is a specific amount per pay period. Note: a lower amount may be deducted depending upon available disposable earnings. Otherwise, check the appropriate percentage box (25% or 15%). |
| 10   | Date Cancelled   | Date garnishment is cancelled. Enter from Item 5 on STD. 639 or STD. 639CFS  |
| 11   | Total Amount   | Complete from court order/garnishment notice   |
| 12   | Modification Date Received                             | Date modification received   |
| 13   | Effective Date   | Date modification goes into effect – Item 5 on STD. 639 or STD. 639CFS   |
| 14   | Modification Amount                                    | Complete if there is a specific amount to be deducted per pay period. A lower amount may be deducted depending on disposable earnings.   |
| 15   | Date Cancelled   | Date modification is cancelled   |
| 16   | Pay Period   | Enter pay period of garnishment deduction  |
| 17   | Date Master Issued                                     | Date master payroll is issued  |
| 18   | Date Mailed  | Date garnishment warrant is mailed/released to the payee   |
| 19   | Date Returned to SCO                                   | If master payroll warrant must be returned to SCO – enter date returned.   |
| 20   | Date Reissued  | Enter the date master payroll reissues   |
| 21   | Date Mailed  | Date garnishment warrant is mailed/released to the payee   |
| 22   | Amount Released  | Enter amount of garnishment warrant  |
| 23   | Beginning Balance and Running Balance                  | Enter beginning balance of garnishment; then each month enter the running balance.   |
| 24   | Comments   | Enter any desired comments   |
| 25   | Date Satisfied   | Enter date the garnishment is satisfied  |
| 26   | Date Sent to File                                      | Enter date the garnishment is sent to file   |
| 27   | Employee Transferred to                                | Enter the agency name where the employee has transferred   |
| 28   | Employee Separated                                     | Enter the separation date  |